

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Meter Service Worker III	Job Family: 6
General Classification: Front-Line	Job Grade: 19

Definition: To provide technical and functional supervision over assigned water meter maintenance personnel; and to perform skilled water meter maintenance work.

Distinguishing Characteristics: This is the advanced journey-level class in the Meter Service Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance duties related to area of assignment and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Positions at this level may, and often do, exercise technical or lead supervision over lower-level positions. Lead responsibility is typically over a three- to four-person crew and is assigned on an ongoing basis.

Supervision Received and Exercised: Receives direction from the Water Meter Supervisor; exercises technical supervision over assigned personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provide technical supervision over assigned Meter Service Worker personnel; review work and control quality of work; provide input into employee evaluations.
2. Assist in developing work plans, procedures and schedules.
3. Order supplies and equipment for work projects; maintain records of purchase orders.
4. Perform meter reading duties; perform turn-ons and turn-offs; investigate high reads.
5. Prepare documentation related to assigned staff such as time cards; may assist supervisor in developing budget figures for equipment and supplies.
6. Perform skilled maintenance, repair, testing and installation work of water meters and backflow devices.

Position Title: Meter Service Worker III

Page 2

7. Handle complaints and answer questions from the public.
8. Perform emergency repairs, as necessary; establish proper traffic control devices in doing such work.
9. May operate a variety of equipment such as welding torch and backflow testing equipment.
10. Perform minor adjustments on service equipment; maintain tools and equipment in working order.
11. Maintain logs of daily activities.
12. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of water meter installation and maintenance; principles and practices of reviewing and evaluating other's work; principles and practices of cross-connection and backflow testing; principles and practices of safety related to areas of assignment; pertinent department or division rules and procedures; and pertinent traffic laws related to area of assignment.

Ability to: Assign and review the work of others; operate technical equipment skillfully and safely; deal tactfully with the public; perform meter reading and complex meter repair maintenance duties; perform heavy manual labor; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work. Inspection of new water meters and backflow device installation. Establish new utility accounts for billing purposes.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of responsible water meter maintenance experience. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course prior to or within two years of appointment.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of an AWWA Backflow Prevention Assembly Tester's Certificate at time of appointment. Possession of a California Department of Health Services D2 Water Distribution Operator's Certificate or a D2 Interim Certificate within one year

Position Title: Meter Service Worker III

Page 3

of appointment. Possession of an AWWA Cross-Connection Control Specialist Certificate is preferred.

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Established October 1991 (F)

Revised May 2004

CLASS SPECS

CS078-F^